

**MICHIGAN DEPARTMENT OF CIVIL SERVICE  
JOB SPECIFICATION**

**AUTOMOTIVE MECHANIC**

**JOB DESCRIPTION**

Employees in this job participate in and oversee the repair and maintenance of state owned or leased motorized vehicles and equipment.

There are three classifications in this job.

**Position Code Title – Automotive Mechanic-E**

Automotive Mechanic 8

This is the intermediate level. The employee performs minor engine repairs, adjustments and tests while learning and developing the skills needed to become a journey level mechanic.

Automotive Mechanic 9

This is the experienced level. The employee performs a full range of automotive mechanic assignments using independent judgment to make decisions requiring the application of procedures and practices to specific work situations.

**Position Title – Automotive Mechanic-A**

Automotive Mechanic 10

This is the advanced level. The employee functions as a crew leader, overseeing the work of lower level automotive mechanics, prisoner crews, or others, and perform journey level automotive mechanic assignments.

**NOTE:** Employees generally progress through this series to the experienced-level based on satisfactory performance and possession of the required experience.

**JOB DUTIES**

**NOTE:** The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Performs routine maintenance checks and adjustments on such things as fluid levels, hoses, belts, brakes, tires, and clutches; changes filters and oil, and lubricates vehicles and motor driven equipment.

Tunes gas and diesel engines and, as needed, replaces spark plugs, PCV valves, fuel filters, injectors, and turbo chargers.

# **AUTOMOTIVE MECHANIC**

## **PAGE No. 2**

Diagnoses problems, disassembles units, repairs or replaces parts, and reassembles units in the following systems:

Brake System: Repair or replace shoes, pads, drums, hoses, calipers, and cylinders.

Cooling System: Flush radiator, replace hoses and thermostat, repair or replace radiator and water pump.

Drive System: Repair and replace drive shaft, differential, axle, transmission, and clutch.

Electrical System: Repair or replace fuses, batteries, lights, instruments, warning devices, controls and switches, computer controls, modules, alternators, starters, and defective cables and wiring.

Exhaust and Emissions Control System: Replace mufflers, manifolds, catalytic converters, and pipes.

Heating and Air Conditioning System: Repair or replace heater cores, condensers, compressors, hoses, and controls; recharge air conditioning systems.

Hydraulic and Air Systems: Repair or replace hoses, valves, cylinders, compressors, and pumps.

Steering and Suspension System: Repairs rack and pinion steering systems. Align and balance wheels, repair or replace tie rods, ball joints, gear boxes, shock absorbers, springs, steering linkage, kingpins, power steering, hoses, and pumps.

Overhauls engines, replaces engines, and rebuilds components.

Fabricates, modifies, and installs special equipment or replacement parts.

Bumps out and repairs or replaces parts of damaged auto and truck bodies.

Maintains service logs and records of maintenance on vehicles and motorized equipment.

Keeps tools, equipment, and work area clean, organized, and in good working condition.

May assist in training lower level workers in automotive mechanic techniques.

Operates wrecker to tow disabled vehicles.

Road tests vehicles.

## **AUTOMOTIVE MECHANIC**

**PAGE No. 3**

Performs related work appropriate to the classification as assigned.

### **Additional Job Duties**

#### **Automotive Mechanic 10 (Crew Leader)**

Provides instruction and training in the proper methods and processes necessary to perform the work.

Prepares work orders and estimates of cost and materials.

Assigns work to lower level mechanics.

Maintains inventory and orders fuel, parts, tools, equipment, and supplies.

Assists other mechanics with the more difficult assignments.

Performs layout work for fabrication of parts and equipment.

### **JOB QUALIFICATIONS**

#### **Knowledge, Skills, and Abilities**

**NOTE:** Developing knowledge is necessary at the intermediate level, considerable knowledge is required at the experienced level, and thorough knowledge is required at the advanced level.

Knowledge of the standard practices, materials, tools, and equipment used in the repair and maintenance of motor vehicles and engines.

Knowledge of safety issues in the use of tools, equipment, and supplies used in repair of motorized vehicles and equipment.

Knowledge of body and frame construction.

Skill in the use of a variety of hand tools.

Skill in the use of gas and electric welding equipment.

Skill in the use of mechanized tools, jacks, and hoists.

Skill in the use of a variety of automotive diagnostic testing and tuning equipment.

Ability to diagnose mechanical and automotive malfunctions.

Ability to read mechanical and automotive blueprints, diagrams, and manuals.

## **AUTOMOTIVE MECHANIC**

**PAGE No. 4**

Ability to disassemble, repair, and assemble engines and parts.

Ability to communicate with vehicle and equipment users and other mechanics about repair work needed.

### **Additional Knowledge, Skills, and Abilities**

#### **Automotive Mechanic 12 (Crew Leader)**

Ability to provide training and explain instructions and guidelines to others effectively.

Ability to organize and coordinate the work of the unit.

Ability to determine work priorities and assign work to employees.

### **Working Conditions**

Some jobs require an employee to work outdoors as well as in an office or a laboratory.

Some jobs require an employee to work in an environment that involves exposure to unpleasant and noxious fumes and odors.

Some jobs require an employee to work where there is a significant chance of injury.

### **Physical Requirements**

The job duties require an employee to move heavy objects.

The job duties require an employee to bend for extended periods.

The job duties require an employee to reach for extended periods.

The job duties require an employee to bend or stoop in confined spaces.

### **Education**

Possession of a high school diploma or a GED Certificate.

### **Experience**

#### **Automotive Mechanic 8**

Two years of experience assisting skilled trades people in the repair and maintenance of motorized vehicles and equipment.

#### **Automotive Mechanic 9**

Four years of experience in the repair and maintenance of motorized vehicles and equipment including two years of experience equivalent to an Automotive Mechanic 8 in State service.

## **AUTOMOTIVE MECHANIC**

**PAGE No. 5**

### **Automotive Mechanic 10**

Five years of experience in the repair and maintenance of motorized vehicles including one-year equivalent to an Automotive Mechanic 9 in State Service.

### **Alternative Education and Experience**

Completion of a recognized program in vocational training in automotive mechanics may be substituted for two years of experience assisting skilled trades people in the repair and maintenance of motorized vehicles and equipment.

### **Special Requirements, Licenses, and Certifications**

Some positions may require possession of the Commercial Driver's License (CDL) issued by the Secretary of State as required by Public Act 346 of 1988 to operate a designated state vehicle.

**NOTE:** Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

## **JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION**

**Job Code**  
AUTOMCH

**Job Code Description**  
Automotive Mechanic

### **Position Title**

### **Position Code**

### **Pay Schedule**

Automotive Mechanic-E

AUTOMCHE

A31-009

Automotive Mechanic-A

AUTOMCHA

A31-012